

Primer: Filing Your Annual Recycling and Waste Reduction Report

Department of Environmental Protection Division of Solid Waste Services Multi-Family Recycling Program

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19 November 2009





Executive Regulation 15-04AM Reporting Requirements

- Annual Report due every February 1
 - Property and contact information
 - Volumes and weights of all materials collected for recycling and for solid waste disposal
 - Description of efforts to educate residents and staff
 - Description of waste reduction activities
 - Signature of responsible party
- Notice of Filing sent December 1

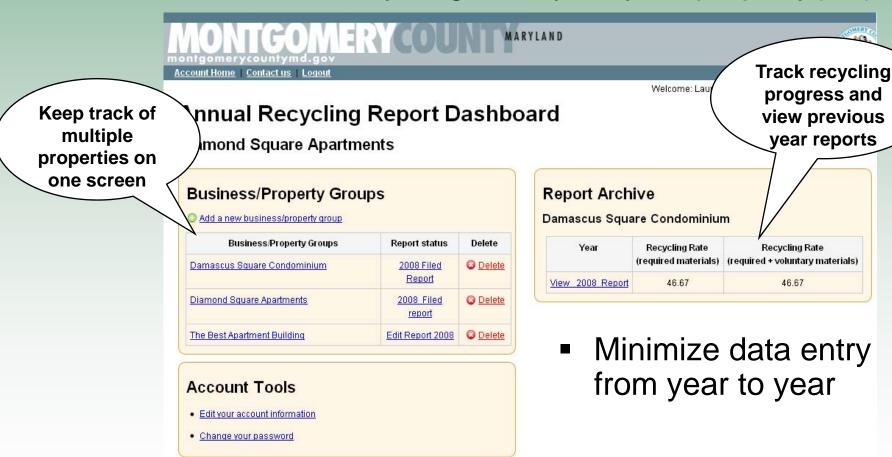
You can now file online!





File Online!

Establish an online recycling history for your property(ies)







Online Filing Creating an Account







Annual Recycling Report for Businesses and Properties

- → Apartment/Condominium Recycling Program (TRRAC)
- → Non-Residential Recycling Program (SORRT)

If your business or property type is a	Your filing deadline is
Multi-family property (seven or more dwelling units) owner, manager, or common ownership association	February 1, 2009
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2009
Small business (fewer than 100	

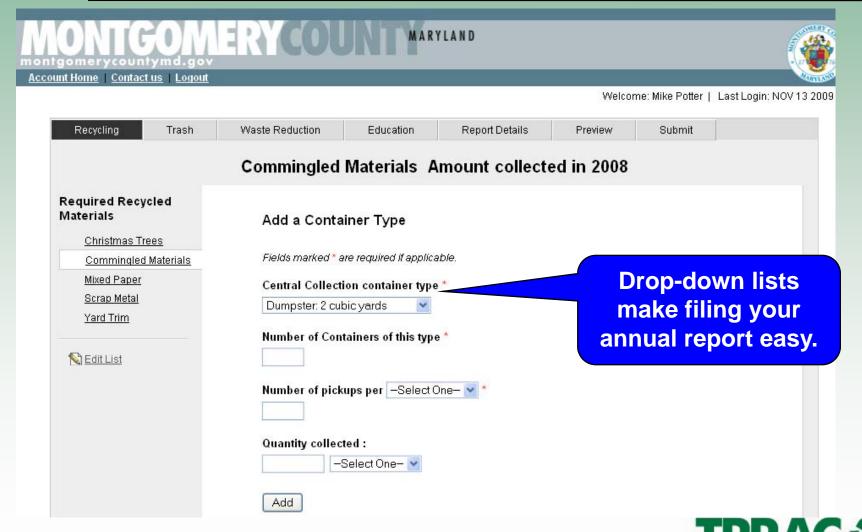
Sign in
My email address is
My password is
Sign me in
→ <u>Send me my password</u>
→ Create an account - I'm a new filer
→ Contact us for report assistance



omployees) that received a written

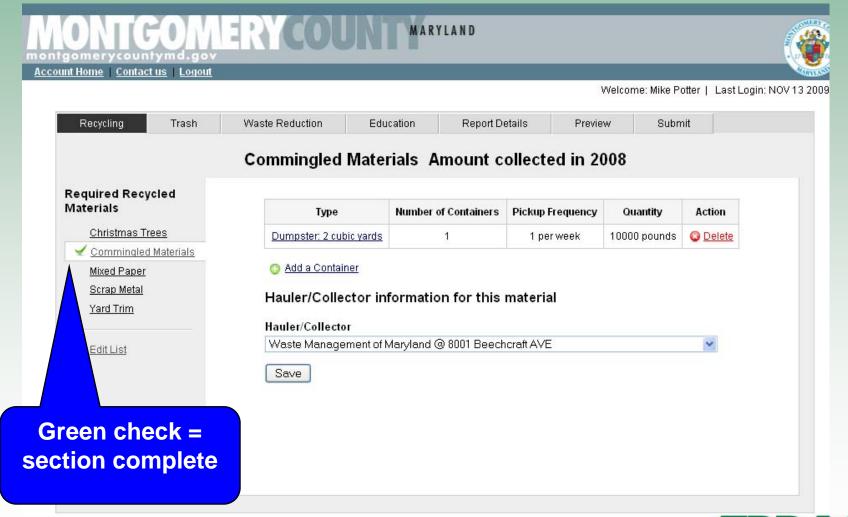


Online Filing Material Data





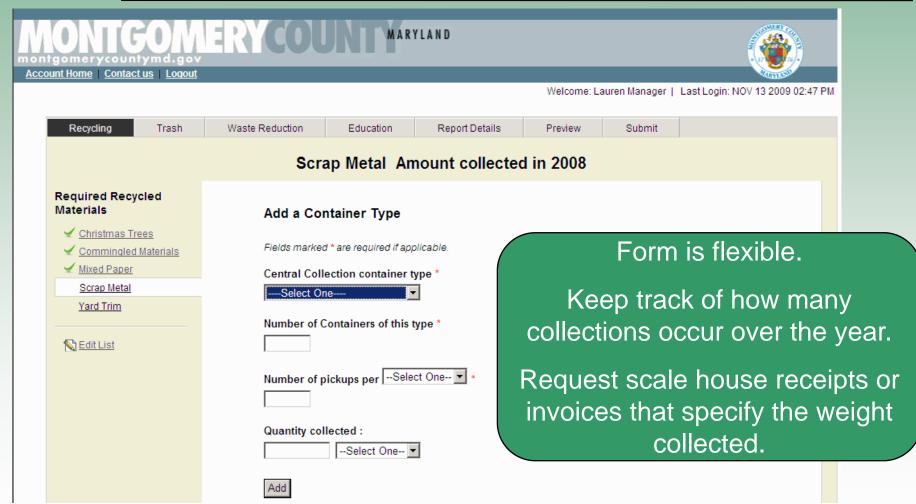
Online Filing Material Data







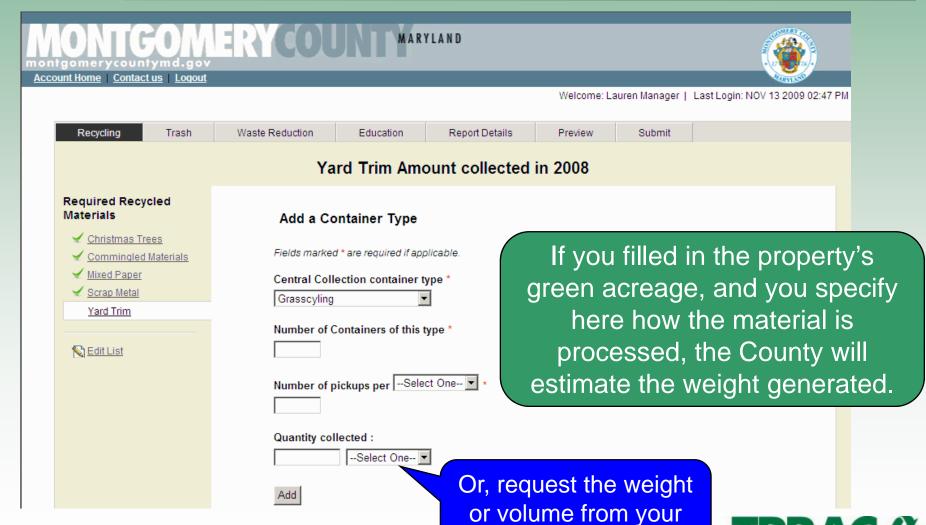
Online Filing Scrap Metal







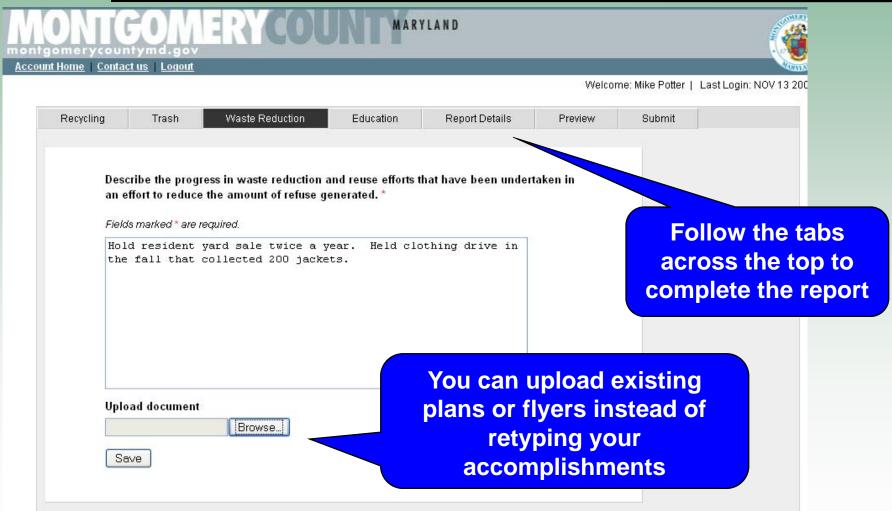
Online Filing Yard Trim



landscaper.

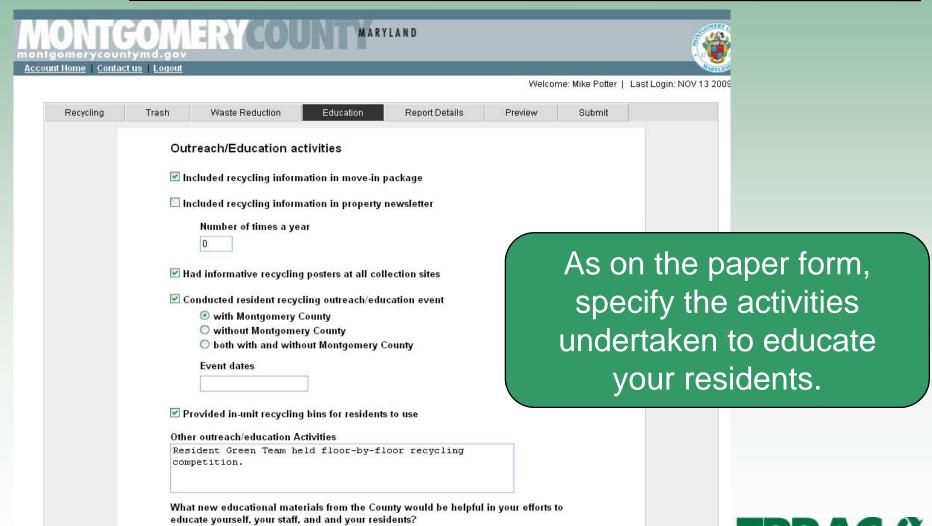


Online Filing Waste Reduction



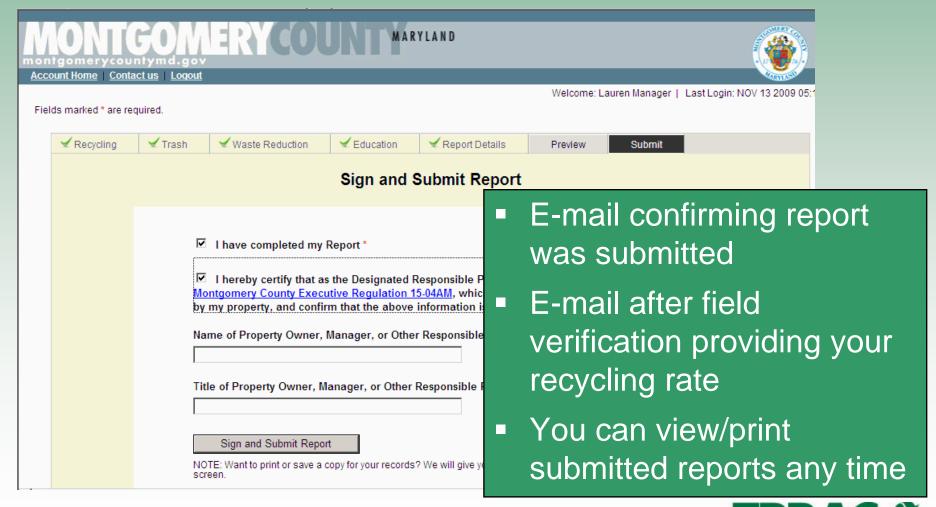


Online Filing Education





Online Filing Submission







Paper Filing

- Paper form still available
 - We will enter data into online system for your future access
- Does your collection company fill in the report for you?
 - Review the report before submitting it to DSWS
 - Did collector put information in the right places?
 - Does the collector collect all of your materials, including scrap metal and yard trim?
 - Does the collector know how you educated residents or what waste reduction activities you conducted?





Annual Reports

- Create a folder for copies of relevant material
 - Collection contracts, contacts, and invoices
 - Weight receipts or scale-house documentation
 - Waste reduction activities
 - Education/outreach activities
 - Previous report submissions
- Know how your property recycles
- Questions arise while you are filling out the report? Call or e-mail us!





Questions? Need More Information?



Montgomery County Division of Solid Waste Services TRRAC Program

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